DCFS PAY UPON HIRE WORKSHEET

Applicant's Name:		Proposed Bi-Weekly Salary :	
Job Title:		Organizational Unit:	

New hires shall be started at the minimum of the salary range, or where applicable the special entrance rate (SER), **unless** additional compensation is needed to attract a candidate. The proposed rate of pay is to be included on the HR-2, Recommendation for Personnel Action, form. **This worksheet SHALL accompany the HR-2 form whenever the proposed salary is above the minimum rate, or if applicable the special entrance rate (SER), to ensure consistency of hiring rates for all individuals selected for positions within DCFS.**

Check the pay mechanism option below that applies to the salary being proposed:

☐ Conversion of Probational or Job Appointment to Probational Appointment

☐ Reemployment (based on former rate earned while on permanent status)

☐ Classified WAE Appointment above Minimum

☐ Return from Military Service

☐ Reentering the Classified Service without a Break In Service

☐ Extraordinary or Superior Qualifications/Credentials (below must be completed)

I hereby certify that the above information, and below if completed, is accurate and complies with all applicable Civil Service Rules and Agency policies to the best of my knowledge.

_____   _____
Hiring Manager or Supervisor Signature   Date

Documentation of Extraordinary or Superior Qualifications/Credentials

DCFS Policy No. 4-13 provides the criteria that must be met when determining pay in accordance with Civil Service Rule 6.5(g) that is above the minimum hiring rate, but does not exceed the 3rd quartile of the pay range for the position being filled. Candidates may be offered the amount needed to encourage them to accept employment, but not more than necessary. When calculating pay under this rule, if a special entrance rate (SER) is in affect for the applicable job, that rate is the prevailing minimum; therefore, use the SER as the minimum to calculate the amount above minimum to determine the hiring rate.

Select which of the following policy option is being applied in this particular case:

☐	Education (must be above the minimum Civil Service requirement of the affected job)
☐	Experience (must be directly related to the duties of the affected job AND must be above the minimum experience requirements)
☐	Combination of Education and Experience

Describe the selected applicant's extraordinary or superior qualifications/credentials:

Applicant's Name:	

Explain how the applicant's education, experience or credentials is directly related to the job:

Subtract the required # of years of qualifying experience listed in the minimum qualifications on the job specification from the applicant's total # of years of <u>job-related experience</u>. Record that difference in whole years and indicate here: ___   ___   *Do not round up.*

Note: if experience cannot be verified it may not be counted in these calculations.

Complete the information below to record that these qualifications/credentials were verified.

Name of Company/Business Contacted:	
Name of Company Representative who attested applicant performed duties listed on application:	
Company Representative's job title:	
DCFS Employee who obtained verification:	
Date of verification:	

(if more than one employer was contacted, then attach additional verification information.)

List probational and permanent employees who possess the same or equivalent experience or education, occupy positions in the <u>same job title</u>, AND whose salary falls below the rate proposed for this applicant.

Name / Personnel #	**Job Title/Position #**	**Qualifications/Credentials**	**Work Location**

Will this create pay equity problems with others in the unit?	☐ Yes ☐ No

If yes and their salaries are not being recommended for adjustment to the same rate of pay as proposed for this applicant, explain the reason(s):

If yes and their salaries are being recommended for adjustment to the same rate of pay as proposed for this applicant, then an HR-2 must be submitted on each affected employee.

Attach college transcript (if applicable) and any other supporting documentation.